

Next 1 Page(s) In Document Exempt

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

25X1A

PREPARATION AND SUBMISSION OF TRAVEL ACCOUNTS

A. Action to be Taken by Traveler

- (1) Examine the Travel Order to determine that it specifies all requirements. If it appears inadequate, request an amendment through proper channels before departure. *Central Processing*
- (2) Maintain a record of the time of departure and arrival from headquarters and all temporary duty points. This must be shown on the reimbursement voucher. Per diem is not allowed when departure from official station is after 8:00 AM and return is prior to 6:00 PM on the same day, or when absence does not exceed three hours. *48 GTR*
- (3) Use Transportation Requests for transportation by common carrier if the cost is in excess of \$1.00. Secure through, excursion, or reduced rate round-trip tickets whenever practicable and economical. Keep any unused portion of tickets for submission with the reimbursement voucher. *809 GTR*
- (4) Retain pullman stubs from first-class transportation for submission with reimbursement voucher. *809 GTR*
- (5) Unused sleeping or parlor car accommodations must be cancelled immediately and the date and initials or number of the clerk who accepted the cancellation must be shown on the reverse of the tickets. *14 GTR*
- (6) The usual taxi fares from conveyance terminal to place of abode or business and return are allowable. The voucher must show the points between which the taxi was used. *8A GTR*
- (7) Obtain receipts for official expenditures in excess of \$3.00. Also obtain a copy of each official telegram dispatched for attachment to the reimbursement voucher. *56 GTR*
- (8) Maintain a record of official, local telephone calls and the rate per call. Long distance calls may be allowed if a statement is furnished showing: points between which service was rendered, date, length of call, amount paid for each call, and that the call was official business. A receipt is necessary if the cost of the call exceeds \$3.00 unless made from an automatic pay station. *69 GTR*
- (9) If Transportation Requests are lost or stolen, their numbers must be reported to the Transportation Division and the Fiscal Division with an explanation of the facts surrounding the loss. If such requests are later located, they should be forwarded to the Transportation Division and the Travel Branch, Fiscal Division, notified of this action. ✓

-1-

SECRET

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

- (10) Be familiar with the contents of the Standardized Government Travel Regulations and Agency travel instructions .

B. Application for Advance of Travel Expenses.

- (1) Standard Form 1038, "Application for Advance of Funds for Travel Expenses", will be submitted in duplicate to the Travel Branch, Fiscal Division, when requesting an advance of official funds to defray travel and subsistence expenses. Prompt refund of the excess of the travel advance over the expenses claimed in the travel voucher is required.

C. Preparation and Submission of Travel Reimbursement Vouchers.

- (1) Standard Form No. 1012 (Revised), "Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel", will be prepared in quadruplicate when requesting reimbursement for travel expenses. The voucher must be approved by the traveler's immediate supervisor and submitted to the Travel Branch, Fiscal Division.
- (2) Travel vouchers must be submitted promptly upon completion of each trip or at the end of each calendar month in the case of extended travel.
- (3) Items in travel vouchers must appear in chronological order and all charges for the period must be included together with supporting receipts wherever practicable.

All of this material is included either in [redacted] or Gov Travel Regs, given to each traveler by Central Processing [redacted]

26 Oct 1957

Coordination
Effectuated: M [redacted] Deputy Comptroller
M [redacted] - Chief, Fiscal Division

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

25X1A

PREPARATION AND SUBMISSION OF CLAIMS FOR LOSS OF PERSONAL PROPERTY.

E(1)

A. Claims will be submitted through normal channels to the appropriate Office head who will forward all necessary information and his recommendation to the Claims Board.

B. Each claim submitted to the Claims Board shall include:

F(1)

- (1) Name and CIA unit of claimant. (a)
- (2) The date, place, facts and circumstances surrounding the damage, loss, destruction, capture or abandonment of the personal property. (b)
- (3) A statement that the damage, loss, destruction, capture or abandonment was not caused wholly or in part by negligence or a wrongful act on the part of the claimant, or his agent or employee. (c)
- (4) A statement that none of the property has been recovered by the claimant and that if any of the property for which the claim is made is later recovered, claimant agrees to give immediate written notice to the Claims Board, and also to refund any payment made by CIA for such property. (d)
- (5) A statement that the damage, loss, destruction, capture or abandonment was not covered by insurance. If covered by insurance, and the insurance company has refused to reimburse the claimant, satisfactory evidence of such refusal must accompany the claim. (e)
- (6) If a carrier is involved in damage, loss, destruction, capture or abandonment, the claim must include a statement that a claim has been asserted against the carrier, with the result thereof, or sufficient reason why such a demand was not made. All correspondence pertaining thereto should be attached. (f)
- (7) An itemized list of property, including the following information for each article:
 - (a) Quantity (g)
 - (b) Name and description of article.
 - (c) Month and year of acquisition.
 - (d) Condition when lost or damaged.
 - (e) Purchase price or value at time of acquisition.
 - (f) Amount claimed (value when lost, or cost of repairs).
- (8) A statement indicating the claimant knows of the penalty for fraudulent claims. (h)

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED] 25X1A

(9) Signature of claimant. (i)

C. The Claims Board may, at its discretion, require the production of any type or quantity of evidence not specified above which is deemed necessary to process a claim.

6(1)

All this included
IN [REDACTED]
26 Oct 1951

25X1A

25X1A

Coordination
Effectuated: Mr. [REDACTED] Deputy Comptroller
Mr. [REDACTED] Chief, Fiscal Division

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

25X1A

25X1A

[REDACTED] PREPARATION AND SUBMISSION OF APPLICATIONS AND REPORTS RELATING TO TIME, LEAVE AND PAY

25X1A

A. Application for Leave.

(1) Annual Leave

- (a) Standard Form No. 71 (CSC), "Application for Leave", will be submitted by the employee to the supervisor authorized to approve leave. Applications should be submitted as far in advance as practicable. D-2
C-5

- (b) The employee must promptly report leave taken to the Time and Attendance Clerk and initial the Standard Form 1130, "Time and Attendance Report", opposite the days involved. SOP

(2) Advance Annual Leave

- (a) Application for advanced annual leave will be submitted on Standard Form No. 71 (CSC), "Application for Leave", to the appropriate supervisor for review and recommendation. It will then be forwarded to the Personnel Director or his designee for approval. D-2

(3) Sick Leave

- (a) The employee will report absence by telephone during the first hour of the work day when incapacitated for duty because of illness. N
- (b) For periods of absence in excess of three working days, Form 71 (CSC) "Application for Leave" must be supported by a medical certificate or other administratively acceptable evidence, which must be filed within 15 days after return to duty. In lieu of a medical certificate, a signed statement of the employee indicating the nature of the illness and the reason why a medical certificate is not furnished may be accepted whenever it is unreasonable to obtain such certificate because of a shortage of physicians, remoteness of locality, or because the circumstances surrounding the employee's illness do not require the services of a physician. E5
(e)
- (c) Upon return to duty, the employee shall promptly report leave taken to the Time and Attendance Clerk and initial Standard Form 1130 opposite the days involved. The employee also must sign the "Certification for Sick Leave" as his name appears on the payroll. SOP

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

(4) Advanced Sick Leave

- (a) Applications for advanced sick leave must be accompanied by a certificate from the attending physician certifying the nature of the illness and the estimated date that the employee will be able to return to duty. Applications will be processed in the same manner as those for advanced annual leave. F(4)

(5) Substitution of Sick for Annual Leave

- (a) When sickness occurs within a period of annual leave and lasts five or more consecutive work days, the period of illness may be charged as sick leave and the charge against annual leave reduced accordingly. G
- (b) Application for substitution must be made within two work days after return to duty and must be supported by a medical certificate, or other evidence administratively acceptable. G

(6) Maternity Leave

- (a) Written application on Standard Form 71 for maternity leave, accompanied by a doctor's certificate, will be submitted through channels for approval by the Personnel Director or his designee. I(1)
- (b) The employee will execute Agency Form 34-30, "Final Payment Clearance Sheet" on her last work day preceding maternity leave. The Office to which the employee is assigned shall submit Agency Form 37-3, "Personnel Action Request" if leave without pay is for sixty or more calendar days. I(4)

(7) Leave Without Pay

25X1A

- (a) [REDACTED] Office Chiefs may grant leave without pay for not more than 15 days. Leave in excess of 15 days must be approved by the Personnel Director or his designee. J(1)
- (b) Form 37-3, "Personnel Action Request", will be submitted by Offices when LWOP for 60 or more calendar days is recommended for approval. Standard Form 50, "Notification of Personnel Action", will be issued when such leave or an extension or renewal is approved. J(3)
- (c) Employees granted LWOP of 60 days or more will, prior to taking such leave, execute Form 34-30, "Final Payment Clearance Sheet". J(4)

CENTRAL INTELLIGENCE AGENCY REGULATION

(8) Military Leave

- (a) Applications for military leave will be submitted on Standard Form No. 71, "Application for Leave", to the appropriate supervisor for review and recommendation, and forwarded to the Personnel Director or his designee for approval. *A(2)*

(9) Court Leave

- (a) Applications for court leave will be submitted on Standard Form No. 71 to the appropriate supervisor for review and recommendation, and forwarded to the Personnel Director or his designee for approval. *L(1)*

- (b) On return to duty evidence of attendance at court and receipt or non receipt of fees must be submitted by the employee. *L(6)*

B. Requests for Leave Balances.

- (1) Requests will be made orally to the appropriate Time and Attendance Clerks who will obtain the requested information from the Fiscal Division. Since leave balances are automatically supplied all Agency employees twice yearly, these requests should be held to a minimum. *P*

C. Time and Attendance Reports (Standard Form 1130).

- U1* (1) Standard Form 1130, "Time and Attendance Report", will be prepared and approved by designated Time and Attendance Clerks in each office or organizational unit for each employee or employed consultant for each pay period.
- U2* (2) Forms 1130 must be posted daily. The "Regular" column may be completed at the beginning of a pay period to reflect the full 80 hours of the pay period unless there is a possibility of the employee being carried on LWOP during the period. The daily posting will be necessary only for those employees who take leave, perform night duty, or who work overtime, compensatory time, or on a holiday. Inspections will be made to determine that these records are maintained on a current basis. *SOP*
- U3* (3) Time and Attendance Clerks will include under "Remarks" on Form 1130 inclusive hours of holiday, overtime, compensatory time worked by each employee, and the lunch period.
- U4* (4) If night differential is claimed, Form 1130 must indicate the employee's regular tour of duty. *SOP*
- U5* (5) Correspondence relating to unauthorized absence must be furnished the Finance Office in support of Form 1130 on which AWOL is reported. *N*

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

- (6) Time and Attendance Reports submitted on behalf of experts and consultants should show only the actual hours worked and be certified by the Office head. The following certification will be signed by the expert or consultant on the reverse of Form 1130: "I certify that for the days covered by this report, I have not received nor will I claim compensation from any other Government Agency, unless otherwise noted." 46)
- (7) Because leave transcripts of transferred employees often are not received here promptly, a written statement must be submitted by such an employee when requesting leave attesting that he has a sufficient amount of leave available and the name and address of the agency from which the leave will be transferred. Such statements must be approved by branch or office chiefs, or their designees, and attached to Form 1130, "Time and Attendance Report". ?
- (8) Time and Attendance Reports must be prepared with the utmost precaution and be delivered personally to Room 1710, Quarters Eye (Payroll Branch, Fiscal Division), not later than 4:00 PM on the Monday following the close of the reporting period. U(2)

D. Delivery of Salary Checks.

- (1) Salary checks will be distributed by the Pay Roll Branch to the Payment Clerks of the branch or office in which employees are assigned.
- (2) A pay roll list, will accompany each group of checks. The pay roll lists must be signed by the Payment Clerk and returned to the Pay Roll Branch by the close of business the second workday following delivery of the checks to the Payment Clerk. } S&P
- (3) Undelivered checks accompanied by a memorandum stating the reason for non-delivery must be returned with the completed payroll lists.
- (4) In the event an employee will be absent from duty on payday, he may have his check mailed to him by submitting a request memorandum, including mailing instructions, through appropriate channels to the Pay Roll Branch. Should the employee wish to have his check forwarded other than ordinary post, the required postage should be forwarded with the memorandum. Do not send stamped, self-addressed envelopes. ?

G. Designation of Time, Leave and Pay Responsibilities.

- (1) Office heads will submit on Form 34-35 separate lists of persons authorized to: S&P
- (a) Receive and distribute salary checks (submit to the Fiscal Division, Finance Office.)

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

- (b) Certify the accuracy and submit Time and Attendance Reports (submit to the Fiscal Division, Finance Office.)
- (c) Request approval of compensatory time or overtime to be worked (submit to the Budget Division, Finance Office.)

SOP

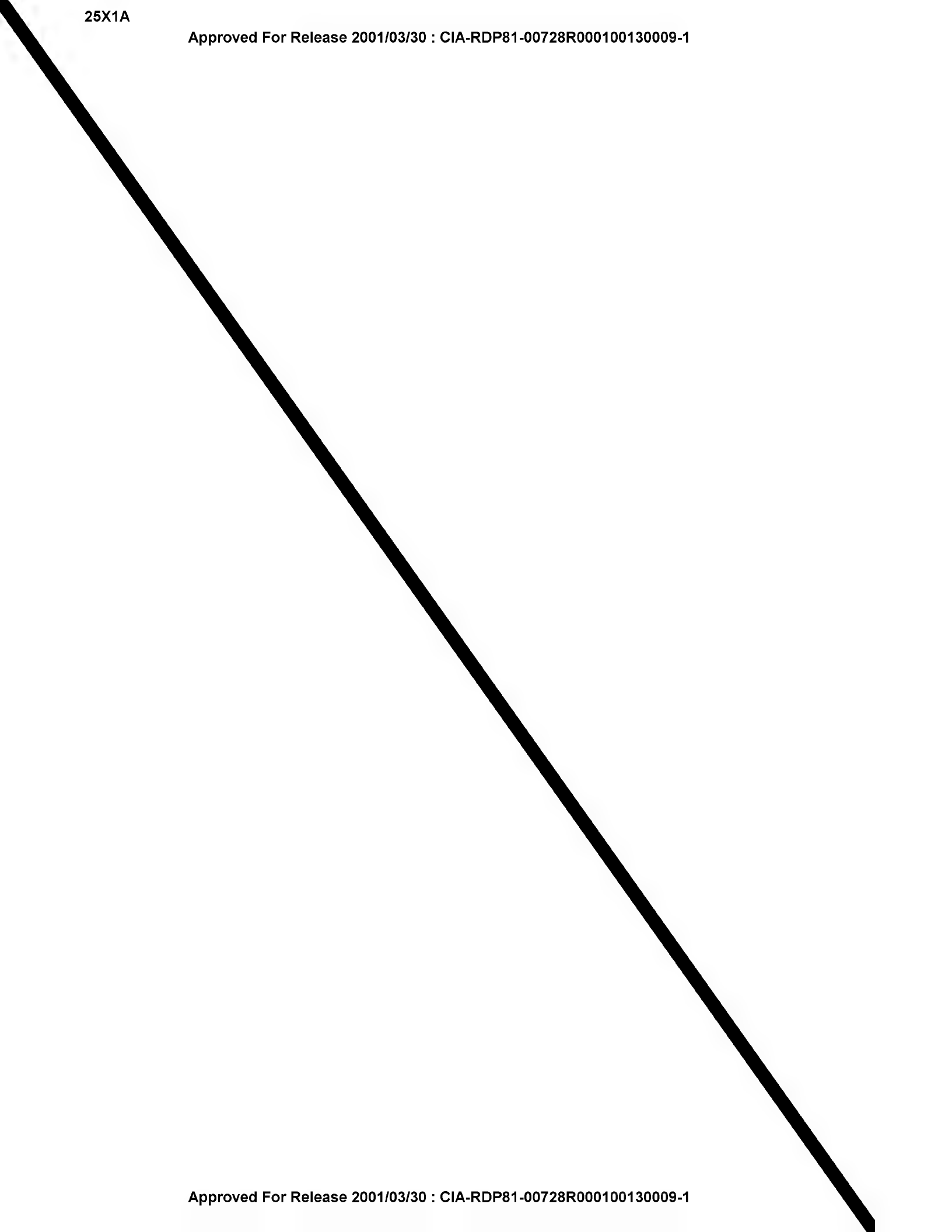
H. Designation of Beneficiaries.

- (1) Designation of beneficiary (or beneficiaries) will be made on Standard Form 1152, "Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee", and submitted to the Fiscal Division, Finance Office. Z

Coordination

Effectuated: Mr. [REDACTED] - Deputy Comptroller
Mr. [REDACTED] - Chief, Fiscal Division

25X1A



SECRET

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

25X1A

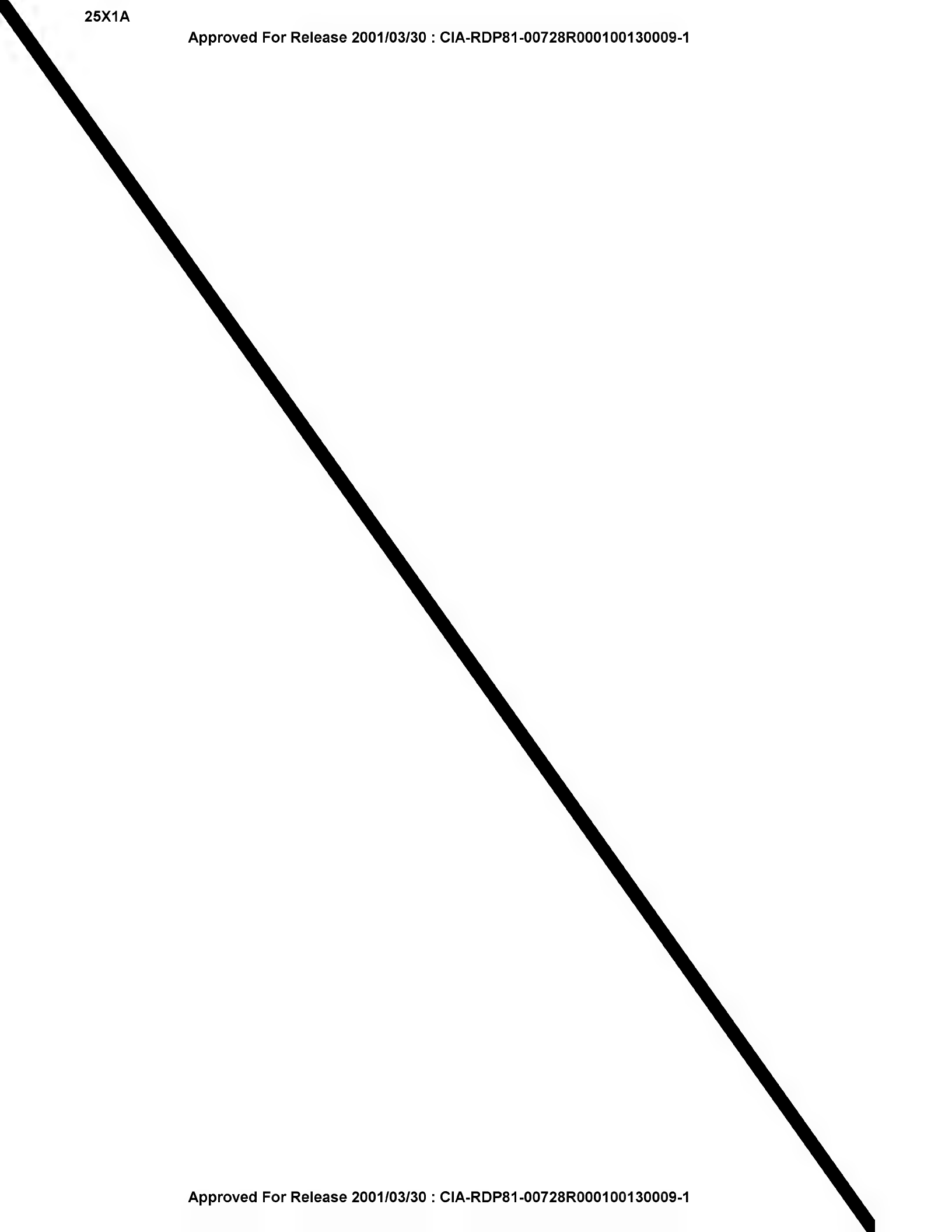
REPORTS REQUIRED COVERING PENALTY MAIL

- A. All departments and agencies must certify quarterly to the Postmaster General that during the period covered no misuse was made of the penalty privilege. Each Office head will submit to the Comptroller by the fifth day after the end of each quarter the following certification:
- (1) "I hereby certify that during the quarter ending _____ no book, report, periodical, bulletin, pamphlet, list or other article or document was transmitted through the mail free of postage in violation of Section 306 of the Penalty Mail Act of 1948, approved 25 June 1948 (Public Law 785, 80th Congress) by this department or establishment including all such mailings by its branches or field offices."
- B. At the close of each fiscal year an inventory must be submitted to the Postmaster General as of 30 June of articles on hand bearing penalty indicia.
- (1) Office heads are requested to complete the inventory requested as of 30 June under the following classifications:
- (a) Envelopes (All sizes)
 - (b) Labels
 - (c) Wrappers
 - (d) Cards
 - (e) Tags
 - (f) Other Articles
- (2) Supply cabinets and desks of employees will be thoroughly checked to determine that the above items are accounted for.
- (3) Office heads will forward the inventory to reach the Comptroller on or before 5 July.

Coordination

Effected: E. H. Saunders
Comptroller

SECRET



25X1A

PREPARATION AND SUBMISSION OF APPLICATIONS AND REPORTS RELATING TO TIME, LEAVE AND PAY

A. Application for Leave.

(1) Annual Leave

- (a) Standard Form No. 71 (CSC), "Application for Leave", will be submitted by the employee to the supervisor authorized to approve leave. Applications should be submitted as far in advance as practicable.
- (b) The employee must promptly report leave taken to the Time and Attendance Clerk and initial the Standard Form 1130, "Time and Attendance Report", opposite the days involved.

(2) Advance Annual Leave

- (a) Application for advanced annual leave will be submitted on Standard Form No. 71 (CSC), "Application for Leave", to the appropriate supervisor for review and recommendation. It will then be forwarded to the Personnel Director or his designee for approval.

(3) Sick Leave

Upon return to duty, the employee shall promptly report leave taken to the Time and Attendance Clerk and initial Standard Form 1130 opposite the days involved. The employee also must sign the "Certification for Sick Leave" as his name appears on the payroll.

from back (a) The employee will report absence by telephone during the first hour of the work day when incapacitated for duty because of illness.

See attached suggestions in pencil

ILLEGIB

Approved For Release 2001/03/30 : CIA-RDP81-00728R000100130009-1

Next 3 Page(s) In Document Exempt

Approved For Release 2001/03/30 : CIA-RDP81-00728R000100130009-1

B. Requests for Leave Balances.

- (1) Requests will be submitted in writing and forwarded

through the appropriate Time and Attendance Clerks *to be made out by*

the requested information from the Fiscal Division

C. Time and Attendance Reports (Standard Form 1130).

- (1) Standard Form 1130, "Time and Attendance Report", will

be prepared and approved by designated Time and

Attendance Clerks in each office or organizational unit

for each employee or employed consultant for each pay

period. ~~This form will show the regular and overtime~~

~~worked, annual leave taken, sick leave, and leave without~~

~~pay.~~

Forms 1130 must be posted daily. The "Regular" column

may be completed at the beginning of a pay period to

reflect the full 80 hours of the pay period unless there

is a possibility of the employee being carried on LWOP

during the period. The daily posting will be necessary

only for those employees who take leave, perform night

duty, or who work overtime, compensatory time, or on a

holiday. Inspections will be made to determine that

these records are maintained on a current basis.

Time and Attendance Clerks will include under "Remarks"

on Form 1130 inclusive hours of holiday, overtime,

compensatory time worked by each employee, and the lunch

period.

If night differential is claimed, Form 1130 must indicate

the employee's regular tour of duty.

ILLEGIB

- (5) Correspondence relating to unauthorized absence must be furnished the Finance Office in support of Form 1130 on which AWOL is reported.
- (6) Time and Attendance Reports submitted on behalf of experts and consultants should show only the actual hours worked and be certified by the Office head. The following certification will be signed by the expert or consultant on the reverse of Form 1130: "I certify that for the days covered by this report, I have not received nor will I claim compensation from any other Government Agency, unless otherwise noted."
- (7) Because leave transcripts of transferred employees often are not received here promptly, a written statement must be submitted by such an employee when requesting leave attesting that he has a sufficient amount of leave available and the name and address of the agency from which the leave will be transferred. Such statements must be approved by branch or office chiefs, or their designees, and attached to Form 1130, "Time and Attendance Report".
- (8) Time and Attendance Reports must be prepared with the utmost precaution and be delivered personally to Room 1710 ^{Quarters Eye} ~~207, Central Building~~ ^{Branch} ~~Section~~, Fiscal Division), not later than 4:00 PM on the Monday following the close of the reporting period.

25X1A

In [REDACTED] a paragraph has been omitted pending approval. If approved it will follow C(8), and it will be designated D. If it is included the present D. will be changed to E; G of this draft will change to F.; and H of this draft will be changed to G.

If the new paragraph is not included G & H of the present draft should be changed to E & F.

9. For employees departing on overseas assignments, Form 1130 shall be forwarded to the Pay Roll ^{Branch} ~~Division~~ not later than 4:00 PM on the day following the departure of the employee with a notation thereon showing date ^{of departure} ~~and time that the employee departed.~~

D. Delivery of Salary Checks.

- (1) Salary checks will be distributed by the Pay Roll ^{Branch} ~~Division~~ to the Payment Clerks of the branch or office in which employees are assigned.
- (2) A pay roll list, with ~~spaces designated for signatures,~~ will accompany each group of checks. The ~~signed~~ pay roll lists ^{must be signed by the Payment Clerk +} ~~evidencing receipt of the checks by employees must~~ ^{Branch} ~~be returned to the Pay Roll Division~~ by the close of business the second workday following delivery of the checks to the Payment Clerk.
- (3) Undelivered checks accompanied by a memorandum stating the reason for non-delivery must be returned with the ^{Completed} ~~signed~~ payroll lists.
- (4) In the event an employee will be absent from duty on payday, he may have his check mailed to him by submitting a request memorandum, including mailing instructions, through appropriate channels to the Pay Roll ^{Branch} ~~Division~~. Should the employee wish to have his check forwarded other than ordinary post, the required postage should be forwarded with the memorandum. Do not send stamped, self-addressed envelopes.

*Not
Required by
Finance Div.*

Handwritten notes and signatures at bottom left, including "would require bank having power of attorney" and "13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

G. Designation of Time, Leave and Pay Responsibilities.

- (1) Office heads will submit on Form 34-35 separate lists of persons authorized to:
 - (a) Receive and distribute salary checks ^{Submit} (to the Fiscal Division, Finance Office.)
 - (b) Certify the accuracy and submit Time and Attendance Reports ^{Submit} (to the Fiscal Division, Finance Office.)
 - (c) Request approval of compensatory time or overtime to be worked ^{Submit to} (to the Budget Division, ^{Finance Office} ~~Fiscal Office~~.)

H. Designation of Beneficiaries.

- (1) Designation of beneficiary (or beneficiaries) will be made on Standard Form 1152, "Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee", and submitted to the Fiscal Division, Finance Office.

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

3 March 1950

VIII. INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF REQUEST FOR APPROVAL OF OVERTIME, FORM NO. 32-3

- A. Identification information should be supplied as indicated:
1. "To": If overtime is to be worked by vouchered or un-vouchered personnel, the overtime request will be directed to the Budget Officer.
 2. "Date Requested" is the date the overtime form is prepared.
 3. "From" should reflect the office and name of allotment account for which overtime work is requested.
 4. "Room and Building" should indicate the office to which the requests, subsequent to approval action, will be returned.
 5. "Allotment Symbol" is the account symbol of the allotment account to which overtime requested is to be charged and which will correspond with that against which regular personnel services are charged.
- B. "Authorization for Overtime Work as Indicated is Requested" should be completed as follows:
1. "Date" specifies the period for which overtime is requested.
 - a. Since overtime must be requested and approved in advance in order that the Budget Officer may certify that funds are available for the purpose, it is advisable to anticipate overtime required by referral of the requests four to five days in advance of need.
 - b. Emergency overtime requirements which cannot be anticipated in sufficient time for formal approval may be cleared by telephone with the appropriate Budget Staff analyst, but a citation covering such approval should be shown within the "Justification" box, including date and name of the person from whom clearance was obtained.
 - c. As "Time and Attendance Reports", S.F. 1130's, are received, computed, and paid according to established payroll periods, requests prepared for short periods not in excess of a payroll period should be confined to a specific payroll period.
 - b. CIA Form 32-3, "Request for Approval of Overtime" will be prepared by each Time and Attendance Clerk and forwarded in triplicate to the Chief, Budget Division. The Chief, Budget Division will approve the original and one copy and return to Time and Attendance Clerk. One copy will be submitted to the Fiscal Division with the Time and Attendance Reports.

RESTRICTED

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

3 March 1950

d. When a vouchered operation, because of unusual factors relating to the respective activity, may foresee the need for overtime work for extended periods, Forms 32-3 are to be prepared anticipating requirements for two payroll periods.

2. The columns "Number of Employees", "Classification Title", "Grade", and "Estimated Number of Hours" are for citation of the personnel to be covered in the request, and for unusually large number of employees may be summarized as follows:

2	Editor	GS-12	32
10	Information Specialist	GS-7 to GS-12	160
5	Clerk-stenographer	GS-2 to GS-4	64

a. Although "Estimated Number of Hours" should reflect the closest approximation for each category of work, the request, if approved, will be controlled to the total hours for all categories rather than by the limitation for each separate listing.

b. Overtime hours requested should be estimated as closely as possible to actual requirements.

c. If, during a given period and subsequent to the approval of a request, circumstances are such as to justify a greater or lesser number of hours than originally anticipated, a supplemental request for change may be submitted, marked "Supplemental", and showing reference to the approved request being supplemented and justifying the change designated.

C. "Justification" must be very clear as to the purpose for which overtime is to be used and the reason why the work cannot be completed during normal working hours.

1. Statements such as "required overtime" or "clear backlog" are not sufficient.

2. If justification statements require reference to matters which necessitate a high degree of security, special arrangements may be made by conference with the appropriate Budget Analyst so that the information need not be shown upon documents in movement.

D. "Signature" is for signature of official designated to request overtime.

1. The original copy of the request must be manually signed by the person authorized to request overtime on the line indicated.

RESTRICTED

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

3 March 1950

2. The remaining copies of the form may be initialed or signed manually, stamped by facsimile, or typewritten.

E. The title of the requesting official should be typed on all copies of the request on the line marked "Title".

F. The box marked "Action Taken" should be left blank.

G. The boxes, "Names of Persons Performing Above Overtime" and "Actual No. of Hours Worked", are to be completed as explained on the face of the form, but not until after authorized overtime has been performed.

H. Copies of Request for Approval of Overtime, Forms 32-3, are to be forwarded in triplicate for all unvouchered overtime and for vouchered overtime if the request falls within one payroll period. Request for vouchered overtime should be submitted in quadruplicate if the request covers two payroll periods. Upon approval Forms 32-3 will be distributed as follows:

1. Original, signed by requesting official and approved by Budget Officer or his deputy, will be returned to the requesting office for attachment to S.F. 1130 and forwarding to the applicable Payroll Branch upon completion of the payroll period.
2. If the request has been submitted in quadruplicate, the second copy will be returned to the requesting office for attachment to S.F. 1130 and forwarding to the applicable Payroll Branch upon completion of the second payroll period.
3. The other two copies are for file recerence -- one being retained by the Budget Staff as a record copy and the other returned to the requesting office for retention in its files.

RESTRICTED

Next 1 Page(s) In Document Exempt

- (2) Prior determination with respect to transfer and separation allowances will be made by the Fiscal Division, Finance Office.

Assistant Comptroller

28 August 1951

Chief, Fiscal Division

Draft Procedures for Inclusion in Section [REDACTED]
of CIA Regulations

25X1A

There is returned the attached draft, forwarded with your memorandum of 16 August 1951 on the above subject, which we have added to or revised as you requested.


[REDACTED] 25X1A

Attachment

SEP 6 1951

Office Memorandum • UNITED STATES GOVERNMENT


25X1A

TO : Management Staff
Attn : 
FROM : Assistant Comptroller

DATE: 20 July 1951

SUBJECT: Detailed Fiscal Procedures of General Agency Interest

25X1A

1. Per your verbal request there is transmitted herewith certain fiscal forms and draft procedural material which may be used in connection with drafting instructions for inclusion in  of the CIA Regulations.

2. If in drafting the instructions you require any further detailed data on the subjects outlined, we will be glad to furnish you with same and to assist in any other way possible in developing these instructions.


25X1A


25X1A

20 July 1951

2. Claims for Supplies, Materials and Services

- For
Ogden*
- a. Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal" will be used to present claims for supplies, equipment, and non-personal services. These forms will be prepared and signed by the claimant and transmitted in duplicate to the Claims Section, Fiscal Division. The Fiscal Division will obtain a receiving report or other suitable acknowledgement of receipt of the materials or services from the appropriate organizational unit or individual after which the voucher will be processed for payment.

METHOD OF PURCHASE FORM APPROVED BUDGET BUREAU NO. 48-R-101 Indicate Method by Number. 1. Federal Supply Schedule 2. Federal Supply Service Stock 3. Surplus Property Transfer 4. Advertising (R. S. 3709) 5. War Powers Negotiation 6. Other Exemption from R. S. 3709 7. Miscellaneous (See Federal Supply Service Circular Letter B-69)		PURCHASE ORDER CENTRAL INTELLIGENCE AGENCY		This number must appear on all PACKAGES and PAPERS re- lating to this order.	
Regulation No. Allotment		Point of Issue		Order No. Date	
Appropriation Symbol and Title					
Please deliver in accordance with instruction below and the terms of the informal agreement, quotation, or contract referred to, the following items or services.					
To S E L L E R		Consignee and Destination S H I P T O			
Invitation No.		Contract No.		Time for Delivery	
F. o. b. Point		Ship Via		Discount Terms	
Gov't. B/L No.					
Item No.	Articles or Services	Quantity	Unit	Unit Price	Amount
Bill To: CENTRAL INTELLIGENCE AGENCY Chief, Fiscal Division Washington 25, D. C. (See reverse for detailed instructions)				TOTAL	
This order is placed subject to the conditions applicable as stated on reverse.				Signature Name Title	

Form No. 36-1
 Sep 1959
 ★ U. S. GOVERNMENT PRINTING OFFICE: 1959 - 909220

(25-32)

1

CONDITIONS AND BILLING INSTRUCTIONS**CONDITIONS**

1. No member of or delegate to congress, or resident commissioner shall be admitted to any share or part of this contract or to any benefit that may arise therefrom, unless it be made with a corporation for its general benefit.
2. Vendor assumes all risks of non-payment of bills or loss of goods for deliveries, without approval of the purchasing officer, to points or parties other than those shown in contract.
3. Payment will not be made on bills until entire delivery has been completed unless specific prior agreement for payment or partial deliveries has been made and is shown on contract. Cash discount period will begin upon receipt of completed bill, or when last item furnished has been received and inspected, whichever date is later.

BILLING INSTRUCTIONS

IMPORTANT: READ CAREFULLY BEFORE PREPARING BILL.

1. Submit one white and one yellow copy of the voucher (Std. Forms 1034, Rev., and 1034a, Rev., respectively) completely and correctly executed, and bearing the proper signature, too:

Chief, Fiscal Division
CENTRAL INTELLIGENCE AGENCY
2430 E St., N W.
Washington 25, D. C.

2. Cite the terms of your claim in the space provided; i.e., discount or net.
3. Insert purchase order number and date.
4. List in the space provided on the voucher under ("Articles or Services") the specific items and/or services furnished. In the event that a large variety of items and/or services is furnished, the listing should be made on the Continuation Sheets (Std. Form 1035, Rev., and 1035a, Rev.) on one white and two yellow copies. The total must then be forwarded to Std. Form 1034, Rev., and Certified.
5. Verify all computations before transmitting your voucher for payment.
6. Require the individual certifying for your company to acknowledge all alterations and/or deletions by initialing all changes appearing on the voucher.
7. Write the name of your company directly under the certificate at the left center of the voucher, and the manual signature and title of the individual certifying for your company in the space provided.
8. Indicate the number of the contract in the proper space if the services and/or articles have been covered by contract.
9. Render your claim in accordance with the terms of this order and/or contract. **THIS IS MANDATORY.**
10. Submit the ORIGINAL Express Receipt in support of your claim in the event you are authorized to ship articles other than Government B/L. If a postage charge is authorized, the weight and zone of the articles to be shipped must be indicated.
11. Use the following certification in lieu of inserting the certification regarding Excise Tax and including the amount of the tax in the amount claimed:
Federal Excise Tax in the amount of \$_____, has been excluded from above charge.
Please issue Tax Exemption Certificate in that amount, and forward it with your remittance (check).
12. Please observe the above outlined requirements even though an invoice is used in lieu of Form 1034, Rev. Payment cannot be made on an invoice marked "Duplicate" or "Corrected".
13. Refrain from filling in any spaces below the certification with the exception of contract reference.

"The contractor warrants that the prices herein are not in excess of applicable prevailing prices established by the Economic Stabilization Act or other authorized Government agency and in effect upon the date hereof for the supplies or services to be furnished hereunder."

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

**GENERAL ACCOUNTING
OFFICE PREAUDIT**

Certified for payment in the
sum of \$.....

**Comptroller General of the
United States**

By.....

U. S.
(Department, bureau, or establishment)

Voucher prepared at
(Give place and date)

THE UNITED STATES, Dr.,

To
(Payee)

Address
Payee's Account No.

D. O. Vou. No.
Bu. Vou. No.

PAID BY

(For use of Paying Office)

No. and Date of Order	Date of Delivery or Service	Articles or Services (Enter description, item number of contract or general supply schedule, and other information deemed necessary) Terms % Discount Cash days	Quantity	UNIT PRICE		AMOUNT	
				Cost	Per	Dollars	Cts.
		Brought forward from continuation sheet(s)					

Shipped from to Weight Government B/L No. Total.....

I certify that the above bill is correct and just; that payment therefor has not been received; that all statutory requirements as to American production and labor standards, and all conditions of purchase applicable to the transactions have been complied with; and that State or local sales taxes are not included in the amounts billed.

(Payee must NOT use this space)

Differences

*Payee (Sign original only)
(This certificate not required when a like certificate is made by payee on attached bill or bills)

Account verified; correct for

Per Title

(Signature or initials)

Contract No. Date Req. No. Date Invoice Rec'd

Pursuant to authority vested in me, I certify that the above articles were received in good condition, after due inspection, acceptance, and delivery prior to payment as required by law, or the services were performed as stated; that they were procured under the contract numbered above or the unnumbered contract attached hereto, or that they were procured without written contract, in open market, and with or without advertising, under the circumstances stated in No. of "Method of or Absence of Advertising" shown on reverse hereof, and were necessary for the public service; and that the prices charged are just and reasonable and in accordance with the agreement.

†Approved for \$..... (Sign original only)

.....

Title

ACCOUNTING CLASSIFICATION (for completion by Administrative Office)

Appropriation, limitation, or project symbol	Appropriation title				Limit'n or Proj't Amount	Appropriation Amount
Allotment symbol	Amount	Obligations liquidated	COST ACCOUNT		OBJECTIVE CLASSIFICATION	
			Symbol	Amount	Symbol	Amount

Paid by { Check No. dated, 19.... for \$..... } on Treasurer of the United States in favor of
{ Cash, \$..... on, 19.... } (payee named above).
Payee

(Sign original only)

*When a voucher is signed or receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.
†If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the blank space below "Approved for \$.....", and over his official title.

Per

Title

16-22000-1

METHOD OF OR ABSENCE OF ADVERTISING

(Section 3700 of the Revised Statutes)

1. After advertising in newspapers.
2. (a) After advertising by circular letters sent to dealers.
(b) And by notices posted in public places.
(If notices were not posted in addition to advertising by circular letters sent to dealers, explanation of such omission must be made. The notation on the certificate on the face of the voucher must be "2 (a) (b)" or "2 (a)", depending on whether or not notices were posted.)
3. Without advertising, under an exigency of the service which existed prior to the order and would not admit of the delay incident to advertising.
4. Without advertising in accordance with
5. Without advertising, it being impracticable to secure competition because of

.....
.....
.....
.....
.....
(Here state in detail the nature of the exigency or circumstances under which the securing of competition was impracticable under 3 and 4)

NOTE.—The above form "Method of or Absence of Advertising" is to be used when purchases are made or services secured under proper authority without written agreement in any form. In case of a written agreement (formal contract, proposal, and acceptance, or less formal agreement) Standard Form No. 1036—Revised should be used for abstracting the method of or absence of advertising and award of contract. (See General Regulations No. 51, Supplement No. 6, General Accounting Office, Aug. 20, 1930.)

U. S. GOVERNMENT PRINTING OFFICE 10-22000-1

**GENERAL ACCOUNTING
OFFICE PREAUDIT**

Certified for payment in the
sum of \$.....

Comptroller General of the
United States

By.....

U. S.
(Department, bureau, or establishment)

Voucher prepared at
(Give place and date)

THE UNITED STATES, Dr.,

To
(Payee)

Address

Payee's Account No.

D. O. Vou. No.

Bu. Vou. No.

PAID BY

(For use of Paying Office)

No. and Date of Order	Date of Delivery or Service	Articles or Services (Enter description, item number of contract or general supply schedule, and other information deemed necessary) Terms% Discount Cash days	Quantity	UNIT PRICE		AMOUNT	
				Cost	Per	Dollars	Cts.
		Brought forward from continuation sheet(s)					

Shipped from to Weight Government B/L No. Total.....

(Payee must NOT use this space)

Differences

Account verified; correct for.....

(Signature or initials)

Contract No. Date Req. No. Date Invoice Rec'd

MEMORANDUM

ACCOUNTING CLASSIFICATION (for completion by Administrative Office)

Appropriation, limitation, or project symbol	Appropriation title				Limit'n or Proj't Amount	Appropriation Amount
Allotment symbol	Amount	Obligations liquidated	COST ACCOUNT		OBJECTIVE CLASSIFICATION	
			Symbol	Amount	Symbol	Amount

Paid by { Check No. dated 19... for \$..... } on Treasurer of the United States in favor of
{ Cash, \$..... on 19... Payee..... } payee named above.
(Sign original only)

* When a voucher is signed or receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasury", as the case may be.
† If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the blank space below "Approved for \$....." and over his official title.

16-22900a-1

Per
Title

METHOD OF OR ABSENCE OF ADVERTISING

(Section 3700 of the Revised Statutes)

1. After advertising in newspapers.

2. (a) After advertising by circular letters sent to _____ dealers.

(b) And by notices posted in public places.

(If notices were not posted in addition to advertising by circular letters sent to dealers, explanation of such omission must be made. The notation on the certificate on the face of the voucher must be "2(a)(b)" or "2(a)", depending on whether or not notices were posted.)

3. Without advertising, under an exigency of the service which existed prior to the order and would not admit of the delay incident to advertising.

4. Without advertising in accordance with _____

5. Without advertising, it being impracticable to secure competition because of _____

MEMORANDUM

(Here state in detail the nature of the exigency or circumstances under which the securing of competition was impracticable under 3 and 4)

NOTE.—The above form "Method of or Absence of Advertising" is to be used when purchases are made or services secured under proper authority without written agreement in any form. In case of a written agreement (formal contract, proposal, and acceptance, or less formal agreement) Standard Form No. 1036—Revised should be used for abstracting the method of or absence of advertising and award of contract. (See General Regulations No. 51, Supplement No. 6, General Accounting Office, Aug. 20, 1930.)

U.S. GOVERNMENT PRINTING OFFICE: 1946 O-88834

16-22900-1

**VOUCHER FOR PER DIEM AND/OR REIMBURSEMENT
OF EXPENSES INCIDENT TO OFFICIAL TRAVEL**

D. O. You. No.

Bu. You. No.

U. S.

(Department, bureau, or establishment)

THE UNITED STATES, D_{R.},

To

Address

(Official duty station)

(Residence (For use of Postal Service only))

FOR PER DIEM in lieu of subsistence, mileage for privately owned motor vehicle, and/or REIMBURSEMENT of travel and other expenses paid by me in the discharge of official duty from _____, 19____, to _____, 19____, as per itemized statement within, under authority No. _____ dated _____, 19____, copy of which is attached,* or has been previously furnished with Voucher No. _____, paid _____, 19____, by _____

(Name of disbursing officer)

I CERTIFY that the above account and schedule annexed are true and just in all respects; that payment therefor has not been received; and that my statements of travel performed by the means herein set forth correctly reflect travel performed by me on official business.

I further certify, if applicable, that I actually incurred or paid (except as otherwise explained) the actual operating expenses of the motor vehicle indicated, for which commutation is claimed on a mileage basis.

**SIGN
ORIGINAL
ONLY**

Рубеж

Dato

Title.

PENALTY FOR PRESENTING FRAUDULENT CLAIM.—Fine of not more than \$10,000 or imprisonment for not more than 10 years or both. (See 52 Stat. 197; U. S. C. 18:80.)

FORFEITURE OF FRAUDULENT CLAIM.—Falsification of an item in an expense account works a forfeiture of the entire claim. (See 36 Stat. 1141; U. S. C. 28: 270, 230; 18 Comp. Gen. 003.)

(TO BE USED AT DISCRETION OF DEPARTMENT, BUREAU, OR ESTABLISHMENT)

RECOMMENDED FOR APPROVAL:

(Immediate supervising official)

Pursuant to authority vested in me as an authorized certifying officer, I certify that the official duty station of the claimant is as stated above; that the travel was authorized in advance (unless otherwise noted) from and to the points stated in the account, and for the period and at the subsistence rate or rates claimed; and that the amounts claimed are just and reasonable, except as noted.

The next previous voucher paid under the same travel authority was: D. O. Vou. No. _____, paid

(Date)

APPROVED FOR \$.....

**SIGN
ORIGINAL
ONLY**

(Authorized certifying officer)

Date _____

19....

Title

ACCOUNTING CLASSIFICATION (for completion by Administrative Office)

[illegible]

Paid by { Check No. _____, dated _____, 19____ for \$ _____ { on Treasurer of the United States in favor of payee
 Cash, \$ _____, on _____, 19____ named above.

**SIGN
ORIGINAL
ONLY**

(Signature of payee)

*If there was no prior authority, state circumstances which rendered securing prior authority impracticable. If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise, the approving officer will sign in the blank space below "Approved for \$....." and over his official title. 16-42614-2

16-42614-2

- *If authority provides for travel to more than one point, time of arrival and departure from each should be stated in the body of the account in chronological order.
 *When subvouchers required by regulations were not obtained, state fully the circumstances showing reasons for omission.
 If more than one rate of allowance is authorized, full statement of application of each rate must be given in some convenient place on this voucher.

TOTAL MILEAGE COMPUTATIONS (to be carried forward to continuation sheet, if necessary)

Motor vehicle: GA, Government automobile or motorcycle; PO, privately owned automobile or motorcycle

STATEMENT OF TRAVEL—Continuation Sheet

Approved For Release 2001/03/30 : CIA-RDP81-00728R000100130009-2

TOTAL MILEAGE COMPUTATIONS (to be carried forward to continuation sheet, if necessary)

16-42612-1 U. S. GOVERNMENT PRINTING OFFICE

SCHEDULE OF EXPENSES AND ITINERARY OF TRAVELER—Continuation Sheet

Use single space if
items are numerous

Standard Form No. 1012 b—Revised, Form prescribed by Comptroller General, U. S., October 20, 1944, General Regulations No. 88—Revised.

16-42618-1

Standard Form No. 1012a (Revised)
Form prescribed by
Comptroller General, U. S.
October 20, 1944
General Regulations No. 88—Revised
Amended December 29, 1949
ATTACH SUBVOUCHERS HERE

**VOUCHER FOR PER DIEM AND/OR REIMBURSEMENT
OF EXPENSES INCIDENT TO OFFICIAL TRAVEL**

D. O. Vou. No. _____

Bu. Vou. No. _____

U. S. _____

(Department, bureau, or establishment)

THE UNITED STATES, Dr.,

To _____

Address _____

PAID BY

(For use of paying office)

FOR PER DIEM in lieu of subsistence, mileage for privately owned motor vehicle, and/or REIMBURSEMENT of travel and other expenses paid by me in the discharge of official duty from 19____, to _____, 19____, as per itemized statement within, under authority No. _____ dated _____, 19____, copy of which is attached,* or has been previously furnished with Voucher No. _____, paid _____, 19____, by _____

(Name of disbursing officer)

AMOUNT CLAIMED

FOR—	DOLLARS	CENTS
Subsistence		
Other		
Travel		
TOTAL		

(Payee must not use this space)

Differences _____

Amount verified; correct for _____

(Signature or initials) _____

MEMORANDUM

The next previous voucher paid under the same travel authority was: D. O. Vou. No. _____, paid _____

(Date)

ACCOUNTING CLASSIFICATION (for completion by Administrative Office)

APPROPRIATION, LIMITATION, OR PROJECT SYMBOL	APPROPRIATION TITLE				LIMIT'N OR PROJ'T (Amount)	APPROPRIATION (Amount)
ALLOTMENT SYMBOL	AMOUNT	OBLIGATIONS LIQUIDATED	COST ACCOUNT		OBJECTIVE CLASSIFICATION	
			SYMBOL	AMOUNT	SYMBOL	AMOUNT

Paid by Check No. _____, dated _____, 19____, for \$_____ {on Treasurer of the United States in favor of payee named above.

MEMORANDUM

*If there was no prior authority, state circumstances which rendered securing prior authority impracticable. If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise, the approving officer will sign in the blank space below "Approved for \$_____" and over his official title.

10-42015-4 GPO O - 99771

(Date)

(1000)

Arrived at _____ on _____, 19____, for temporary duty for _____

approximate period _____

Approximate date of return to official headquarters _____ 19____

TOTALS (to be carried forward to continuation sheet, if necessary)

*If authority provides for travel to more than one point, time of arrival and departure from each should be stated in the body of the account in chronological order.

**When subvouchers required by regulations were not obtained, state fully the circumstances showing reasons for omission.

†If more than one rate of allowance is authorized, full statement of application of each rate must be given in some convenient place on this voucher.

[illegible]

TOTAL MILEAGE COMPUTATIONS (to be carried forward to continuation sheet, if necessary)

Motor vehicle: GA, Government automobile or motorcycle; PO, privately owned automobile or motorcycle.

10-42615-2

(B) FORM TITLE		EDITION DATE
REMARKS:		
(A) Code only one form per card. Use an additional card for each code cross reference. (B) If no title, so indicate, and briefly describe in the way it will be listed		
FORM NO. JAN 1950	FORM CODE AND LIST CONTROL	

APPLICATION FOR ADVANCE OF

100130009-1

U. S.

(Department or Establishment)

(Bureau, Division, or Office)

To

(Name and title of disbursing officer)

An advance of funds is hereby requested to be used for subsistence expenses of official travel from _____, 19____, to _____, 19____, pursuant to written authorization No. _____ dated _____, 19____, copy of which is filed in your office or attached hereto, under *(1) surety bond dated _____, 19____, filed _____, 19____, or *(2) in lieu of a surety bond, as security for this advance, consent is hereby given to the deduction from any amount to my credit in the Retirement and Disability Fund of any sum due and refundable in the event of my failure to properly account for this and/or any other sum advanced to me for travel expenses pursuant to law.

I CERTIFY that I am not indebted to the United States except for "balance due from previous advance" as shown hereon.

(Date)

(Name)

(Official title)

FOR USE OF APPLICANT

Balance due from previous advance \$ _____
Amount herein applied for \$ _____

TOTAL \$ _____

FOR USE OF PERSONNEL OR OTHER OFFICER
KEEPING RETIREMENT RECORD

Unencumbered credit in the Retirement and Disability Fund to include _____

(Month)

\$ _____

(Year)

(Initials)

I CERTIFY that the facts stated above are correct; that the applicant has properly accounted for all prior advances; and that the unencumbered balance to the employee's credit in the retirement fund is not less than the amount herein approved.

(Date)

(Name)

(Official title)

Paid by cash, \$ _____, on _____, 19____

(Signature of payee)

*Strike out statement not applicable.

10--2285

TO ADMINISTRATIVE OFFICER APPROVING ADVANCE:

This is to advise that the travel advance made to _____, pursuant to
(Name of traveler)

application No. _____ dated _____, 19____, has been fully accounted for and the encumbrance therefor recorded against his record of credits in the retirement fund may be removed.

_____, Disbursing Officer.

By _____

(Title)

10--2285

(Amount)

EXPENDITURES CREDITED AND REFUNDS

980 40-228

(Department, Establishment, Bureau, Division or Office)

U. S. GOVERNMENT PRINTING OFFICE 10--2285

(PREPARE IN TRIPLICATE)

NOTE: Administrative Instruction No. 30-5 provides that Overtime Approval "Must be obtained prior to ordering compensatory time or overtime."

TO: ☐ BUDGET BRANCH ☐ CONFIDENTIAL FUNDS BRANCH **DATE REQUESTED**

FROM: OFFICE AND BRANCH ROOM AND BUILDING ALLOTMENT SYMBOL

AUTHORIZATION FOR OVERTIME WORK AS INDICATED IS REQUESTED:

DATE	NO. OF EMPLOYEES	CLASSIFICATION TITLE	GRADE	ESTIMATED NO. OF HOURS

JUSTIFICATION: Explain why work cannot be accomplished during regular 40-hour week. Inadequate justification may result in delay of approval or disapproval of request. (Use back of form if necessary).

(SIGNATURE)

(TITLE)

FOR USE OF APPROVING OFFICE

ACTION TAKEN: This form will be returned to the initiating office with appropriate action indicated.

(APPROVING OFFICIAL)

(DATE APPROVED)

NOTE: After authorized overtime has been performed the initiating office will complete the space below and forward to the Fiscal Branch or the Confidential Funds Branch, as applicable, with S.F. 1130, "Time and Attendance Report" covering the period that overtime is performed.

NAMES OF PERSONS PERFORMING ABOVE OVERTIME	ACTUAL NO. OF HOURS WORKED	NAMES OF PERSONS PERFORMING ABOVE OVERTIME	ACTUAL NO. OF HOURS WORKED

REQUEST FOR APPROVAL OF OVERTIME

(PREPARE IN TRIPLICATE)

NOTE: Administrative Instruction No. 30-5 provides that "overtime will be compensated.....provided such overtime is approved in advance" by the Budget and Finance Branch or the Special Funds Division, whichever is applicable.

TO: ☐ BUDGET AND FINANCE BRANCH ☐ SPECIAL FUNDS DIVISION DATE REQUESTED

FROM: OFFICE AND BRANCH ROOM AND BUILDING ALLOTMENT SYMBOL

AUTHORIZATION FOR OVERTIME WORK AS INDICATED IS REQUESTED:

DATE	NO. OF EMPLOYEES	CLASSIFICATION TITLE	GRADE	ESTIMATED NO. OF HOURS

JUSTIFICATION: Explain why work cannot be accomplished during regular 40-hour week, inadequate justification may result in delay of approval or disapproval of request. (Use back of form if necessary).

(SIGNATURE)

(TITLE)

FOR USE OF APPROVING OFFICE

ACTION TAKEN: This form will be returned to the initiating office with appropriate action indicated.

(APPROVING OFFICIAL)

(DATE APPROVED)

NOTE: After authorized overtime has been performed the initiating office will complete the space below and forward to the Budget and Finance Branch or the Special Funds Division, as applicable, with S.F. 1130, "Time and Attendance Report" covering the period that overtime is performed.

NAMES OF PERSONS PERFORMING ABOVE OVERTIME	ACTUAL NO. OF HOURS WORKED	NAMES OF PERSONS PERFORMING ABOVE OVERTIME	ACTUAL NO. OF HOURS WORKED

Outline Instruction For Presenting Claims For
Payment or Reimbursement to the Fiscal Division

In presenting requests for advance of funds or claims and accounts for payment or reimbursement to the Fiscal Division, the following forms will be used:

1. Travel Advances and Claims

- a. Standard Form 1038, "Application for Advance of Funds for Travel Expenses" will be prepared and submitted to the Travel Section, Fiscal Division in duplicate when requesting an advance of official funds to defray travel and subsistence expenses.
- b. Standard Form 1012, "Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel" will be prepared requesting reimbursement for travel expenses. This form will be approved by the travelers immediate superior and forwarded, in quadruplicate, to the Travel Section, Fiscal Division.

1. Examine Travel Order to determine that it specifies all requirements. If coverage is not adequate, request an amendment through proper channels before departure.
2. Keep a record of the time train, plane, etc., leaves origin and arrives at destination. This information is necessary on the reimbursement voucher.
3. Secure through tickets, excursion tickets or reduced rate round-trip tickets whenever practicable and economical.
4. Use Transportation Requests for transportation by common carrier if the cost is in excess of \$1.00, to avoid the possibility of paying the 15% federal tax from personal funds.
5. Keep unused portion of tickets for submission with reimbursement voucher.
6. If Transportation Requests are lost or stolen, report the numbers to the Transportation Division and Fiscal Division with an explanation of the facts surrounding the loss. If such requests are later located, forward them to the Transportation Division and advise the Fiscal Division of such action.
7. Obtain receipts for official expenditures in excess of \$1.00 and a copy of each official telegram. Attach them to the reimbursement voucher.
8. Keep a record of local telephone calls made each day for official business, and the rate per call. Long distance calls may be allowed if a statement is furnished showing the name of party called, points between which service was rendered, date length of time of call, amount paid on each call and that the calls were on official business. Receipt is required if cost of call exceeds \$1.00, unless made from an automatic pay station.
9. Taxi fares are allowed only from conveyance terminal to place of abode or business and vice versa. The voucher must show the points between which taxi was used.
10. Per diem is not allowed when departure from official station is after 8:00 A.M. and return is prior to 6:00 P.M. on the same day, or when the absence does not exceed three hours.
11. Standard Form No. 1012, Travel Reimbursement Voucher, should be submitted to the Fiscal Division for reimbursement of per diem; expenses incident to travel; transportation of dependents; and movement of household goods and personal effects. A voucher must be submitted for each trip involving the use of Transportation Requests, even though reimbursement is not claimed. At the completion of each trip of less than two months, a voucher must be submitted. For trips in excess of two months, a monthly account should be submitted. The Travel Order Number must be shown on the face of the voucher.
12. When requested, the Travel Branch, Fiscal Division, will render assistance in the preparation of Standard Form No. 1012.
13. Be familiar with the contents of Standardized Government Travel Regulations and Agency instructions pertaining to travel.

TRAVEL ORDER		DATE
NAME	TITLE	
OFFICE OR BRANCH	OFFICIAL STATION	
You are hereby authorized to travel and incur necessary expenses in accordance with Standardized Government Travel Regulations and _____, subject to the following limitations:		
ITINERARY:		
PURPOSE:		
Date effective, or as soon thereafter as practicable:	Terminating approximately:	
MODE OF TRAVEL AUTHORIZED AS CHECKED BELOW:		
<input type="checkbox"/> Common Carrier <input type="checkbox"/> Government Transportation <input type="checkbox"/> Airplane <input type="checkbox"/> Airplane <input type="checkbox"/> Vessel <input type="checkbox"/> Vessel <input type="checkbox"/> Privately Owned Automobile <input type="checkbox"/> Motor Vehicle		
*ALLOWANCE FOR PRIVATELY OWNED AUTOMOBILE AS FOLLOWS:		
<input type="checkbox"/> (a) cents per mile not to exceed cost by common carrier. <input type="checkbox"/> (b) cents per mile, as being more advantageous to the Government.		
<input type="checkbox"/> The change of official station indicated is effected in the interest of the Government and not for your personal convenience. <input type="checkbox"/> In connection with change of station, you are authorized to transport your immediate family and your household goods and personal effects, subject to weight limits, restrictions and provisions of PL 600 and Executive Order 9805. <input type="checkbox"/> Travel to first post of duty abroad including expenses of transportation of immediate family, household goods and personal effects in accordance with the provisions of Sec. 7, PL 600. <input type="checkbox"/> Return from post of duty abroad including expenses of transportation of immediate family, household goods and personal effects in accordance with the provisions of Sec. 7, PL 600.		
SPECIAL AUTHORITY:		
PER DIEM ALLOWANCE AUTHORIZED:		
JUL 19 11 41 AM '51		
APPROPRIATION LIMITATION	SIGNATURE	
ALLOTMENT ACCOUNT SYMBOL	TITLE	

FORM NO. 34-4A
SEP 1950

(28-48)